

Governance Committee Agenda

April 7, 2021

4:00 pm – 6:00 pm

via Zoom

Attendees: Brandie Monroe, Corinne Potts, Dawn Granger, Joyce Merchant, Kathy Metzger, Tenneal Wetherell, Billie Reeves, Kathleen Stauff

Absent: Marie Simonds

Governance Long Range Goals:

- a. All ESD team members will participate in the adopted evaluation process and will demonstrate proficiency to the plan year percentage rate.
- b. Given the ESD Customer Assistance Survey in the area of growth, participants will respond agree or strongly agree that the ESD staff increase their professional practice in the scope of their work from year to year to the plan year percentage rate.
- c. Given the evaluation data system and the Customer Assistance Survey for staff in the area of growth, the organization will evaluate designated employees with evaluation feedback to the plan year percentage.
- d. Given the ESD Governing Design Committees (Governance, Communication, Sustainability), the committees will meet three times a year with at least 50% of participants present, review growth smart goals, analyze pertinent data and develop objectives to address the goals to the plan year percentage rate.
- e. Using the Local Service Plan metric, the combination of the participants understanding of the Local Service Plan, the district approval rate, and the percentage of flex credits utilized will equate to the plan year percentage.
- f. Given the Customer Assistance Survey, participants will respond agree or strongly agree that the ESD staff work collaboratively to implement program(s) that are flexible and creative in order to meet the needs of students, families and districts from year to year to the plan year percentage rate.
- g. Given the ESD Program Services and Sustainability metric, the ESD will increase it's offering of new and relevant programs and services from year to year to the plan year percentage rate.

Governance CIP Goals:

- a. SCESD will review and re-establish the organization's mission, vision and guiding principles to include statements of equity and student success by June 30, 2021.
SCESD will review the organization's evaluation metrics and determine if/how mid-year progress evaluations of staff, parents, district and community based on COVID related goals and the LRP can be development and implemented by June 30, 2021.
- b. SCESD will conduct staff focus groups and review data by December 31, 2020.

Hire to Retire

- a. The hire to retire committee will develop seamless systems for entry and exit by June 30, 2021 to include:
 - i. Checklists to ensure steps are missed
 - ii. Periodic follow-ups
 - iii. Mentoring check-ins and evaluations
 - iv. Training of all staff members who have implementation responsibilities
- b. The Human Resources (HR) department will complete a systems handbook that details the variety of HR practices conducted in the department by June 30, 2021.

- c. Conduct focus groups with SCESD staff and identify 3 ways to increase thrive practices based on data from by June 30, 2021.

Equity Plan

- a. SCESD staff and stakeholders will receive two trainings on equity related topics such as race, gender, age, sexual orientation, culture, religion family structure, socio-economics and/or disability including administration, board members, staff, parents and students by June 30, 2021.
- b. The equity committee will develop the commitment to equity plan, identify ways to train staff on its use and on its implementation and a review tool/checklist will be developed and utilized throughout the organization.
- c. The hire to retire committee will develop a list of strategies and mechanisms to embed practices that increase the likelihood of a diverse employee population at the ESD.
- d. The communications committee and leadership team will identify a training program for teaching staff how to have effective conversations about equity.

ACTION ITEMS

- ACTION - The Mission, Vision and Guiding Principles subcommittee (Tenneal, Brandie, and Corinne) developed a draft for today, will take to All Staff PD on 4/9 for staff input and will finalize by 6/30/21.**
- ACTION – Dawn completed empathy interviews and will be conducting SEL meetings and focus groups. The data will be reviewed and activities will be ready for implementation by 2021-2022.**
- ACTION – Dawn, Kathleen, Joyce and Corinne will work on parent cafes. ON GOING**
- ACTION – Brandie to share the HR brain structure with the leadership team at 2/2021 leadership meeting. COMPLETED**
- ACTION – Dawn to work to provide Parent Café groups for the districts. COMPLETED**
- ACTION – Dawn and Kathleen to work on additional questions. COMPLETED**
- ACTION - Bias incident and racial equity lens work to continue through 8/21.**
- ACTION – Push focus group data out to all staff in August.**

AGENDA

1. Hire to Retire/Frontline Central updates – Brandie discussed Hire to Retire including sharing the history of new employee onboarding, the improvements implemented and additional ways to improve the process, discussion of turn overs and the exiting process, the benefits of mentoring and the new grow your own program. Frontline Central implementation is going well with ALS staff being trained on 4/8 and Regional, Nursing and any remaining staff to be trained in May.
ACTION - The program will be used to deploy contracts and Intent to Return to staff this year.
ACTION – Brandie will provide a refresher at All Staff Day.
ACTION – Send an email to All Staff the NoReply email from Frontline is not phishing.
2. Mission/Vision draft presentation – Tenneal, Brandie and Corinne shared a draft of the new Mission/Guiding Principles which will be shared with staff on 4/9 for their input, then to the sub-committee, leadership and the board for review/approval by 6/30.

3. Focus group/Empathy interviews update – Dawn reviewed the data from the groups with a discussion going to the Leadership team on 4/12.
ACTION – Dawn will check with participants to verify ok to share data, adjust if needed then to Program Admin to share with staff with a timeline of fall 2021.
ACTION – A bias response plan/tool/strategy will be developed by fall 2021.
ACTION – Bystander training will be developed by fall 2021.
4. Parent Café update – Kathleen shared that people reported they need to feel connected and that it would be helpful to have 3-4 sessions a year to help provide a better data set. The data that has been collected will be shared with the Leadership team and Board to help trend things for the LRP and organization. A suggestion was to change the title to Parent/Family Cafes
ACTION – The subcommittee would like to continue providing 3-4 cafes a year.
ACTION - The Leadership team will discuss how to cover costs and have additional staff participate.
5. Review PD survey – the team was requested to review and send any changes/edits to Tenneal by 4/30.
ACTION – the survey will be sent out to staff in May/June.

COMMITTEES GET TOGETHERS – MAY 24 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM or VIA ZOOM DEPENDING ON COVID-19 RESTRICTIONS.

20/21 committee members:

Board – Corinne Potts, Billie Reeves, Marie Simonds

Administrators – Chair Tenneal Wetherell, Kathleen Stauff, Brandie Monroe, Kathy Metzger

Licensed staff: Joyce Merchant

Full-time staff: Open

Part-time staff: Open